Oklahoma Department of Career and Technology Education
Perkins Reserve Fund Innovation Funding
Career Development and Programs of Study Grant Application 2022-2024

Each Perkins Reserve Fund Innovation Grant Application is unique. Please read this document entirely and follow the instructions below. Provide all information requested in the order requested, including required narrative, table information, and supporting material(s). This document contains the following information:

Overview
Expectations
Readiness Activity
Goal(s)
Plan for Implementation
Support of achievement
Budget Narrative
Key Personnel
Eligible Applicants
Process
Application Evaluation and Award

Section 1: Overview of Career Development and Programs of Study

Career development is an educational program designed to assure individuals know how to make career choices and create full Carl Perkins Programs of Study individual career plans to prepare themselves for those careers. The program ensures individuals make informed career decisions based on facts. Career development, based upon the tenet that individuals who have career maturity make better career choices and have a better sense of the education plans needed to reach their career goals, including entrepreneurship. Career maturity is when an individual has personal insight into the process of and readiness for making career choices. It is NOT the process of choosing a specific career or job. Career Development programs assist students in defining career pathways that prepare them for high-wage, high-skill, and in-demand occupations. **Perkins LEAs or consortia meeting the $15,000 requirement, technology centers, or technology center coops, and postsecondary institutions or consortia meeting the $50,000 requirement are eligible to complete the grant application.** Successful applicants will receive two-year innovation funding.

Expectations

The goal of the career development and programs of study grant is to improve and/or strengthen guidance and counseling programs addressing the career domain by:

1) Providing CTE students the opportunities to engage in innovative career awareness, career exploration, and career planning
2) Equipping CTE students to know how to make career choices and how to create Carl Perkins Program of Study individual career and academic plans to prepare for careers and postsecondary education
3) Building and/or strengthening relationships with partners to support career goals of students throughout their career development process

Section 2: Readiness Activity (1-2 paragraph answer)
Describe how your guidance and counseling program now addresses career development for all students in a systemic way.

Section 3: Goals
Review the 3 goals below. You can choose to address 1, 2, or all 3 goals. Select the goal(s) your district/institution wishes to address and provide the **Plan for Implementation** information requested for each goal chosen.
1) Provide students the opportunities to engage in innovative career awareness, career exploration, and career planning.
2) Equip students to know how to make career choices and how to create Carl Perkins Program of Study individual career and academic plans to prepare for careers and postsecondary education
3) Build and/or strengthen relationships with partners to support career goals of students throughout their career development process

Section 4: Plan for Implementation
Areas to address for each goal chosen above:
a) Describe how your school/consortium currently addresses your selected goal.
b) Identify the new innovative strategies your school/consortium would take in addressing the goal or describe how your school/consortium would significantly strengthen and enhance through innovation current strategies in place for the goal.
c) Provide a SMART goal for your strategies (S=specific; M=measurable; A=achievable; R= results focused and T=Timeline)
d) Identify how these strategies will become self-sustaining.

A partial listing of some possible avenues to help with career development:
- Implementing the online career development system, OKCareerGuide
  - Offering trainings for tech center and comprehensive school counselors and teachers
- Instructor training on how to work with students on career development
  - Developing enhanced individual planning documents/strategies
- Exposure to career role models
- Career development mentoring opportunities
- Career development curriculum/training for students
- Monthly career development support strategies for students
- Best practice "manual" for career development

Section 5: Support of academic, technical and/or career achievement
Explain how these strategies support the academic, technical, and/or career achievement of the students. Identify and document these achievement measurements used in monitoring the impact and effectiveness of above strategies and how the results will be used for continuous improvement.

- All applicants will submit a budget narrative itemizing expenses for the proposed project. The budget items should be listed to show estimated cost of each line item. Each line must be detailed and specific. General expenses should be broken down into specific line items.
- Narrative on how the specific items purchased will be used in the instruction of students must be included in this section.
- Expenses should be outlined by grant year.

Section 7: **Key Personnel**

Provide a chart listing of your key personnel that will fulfill grant responsibilities with name, job title, entity/organization and role.

Section 8: **Evaluation Plan, Data Collection, and Benchmark Measures**

Each applicant will be required to provide a continuous improvement plan that includes data that will be used to benchmark student achievement, monitor, and revise the implementation strategies. These benchmarks will be used by ODCTE to determine progress on project goals; if progress is shown award of second year funding will proceed.

Evaluation Plan and Benchmark Measures
Project Goal:
Objective 1.
Data Collection and Measures
1.a.
1.b.
1.c.
Objective 2.
Data Collection and Measures
2.a.
2.b.

2.c.	
Objective 3.	
Data Collection and Measures	
3.a.	
3.b.	
3.c.	

*Figure. Evaluation Plan and Measures
*this chart is linked in the CTIMS application

Eligible applicants

Eligible applicants who successfully complete the Carl Perkins application under the current Perkins V Act are invited to participate in the Reserve Fund Grants process by:

- Meeting the criteria designated in the Local Application for Carl Perkins Funding, including the Comprehensive Local Needs Assessment.
- Meeting the criteria in the Overview section for the desired Reserve Fund Grant,
- Successfully completing the Reserve Fund Grant Application, and
- Documenting the human, financial, and time commitment required to meet the intent of the focused grant.

Process

To ensure a comprehensive and expedient review, applicants must submit the application as follows:

- Applications must be submitted through the Career Tech Information Management System's grant module. The online system is located at the link below:
  - https://ctims.okcareertech.org/CTBDSWeb/
    - Video tutorials on how to utilize the system are located at the following link: https://oklahoma.gov/careertech/educators/legislation-assistance/perkins/ctims-resources/invoice-training-videos.html

- **Applications are due May 6, 2022.**

Application Evaluation and Award

All Reserve Fund Grant Applications will be evaluated and awarded on a competitive basis. Applications will be reviewed and evaluated, **using a rubric**, by a team of state agency

personnel. All reviewers' evaluations will be compiled for final scoring. If members of the evaluating team have questions or require verification regarding the application, they will notify the grant contact person to provide the requested supplemental information.

Each applicant awarded funds will participate in at least one status report during the project year and an end of year report/meeting. Second year funding will be contingent on showing progress towards completing grant benchmarks set in the application process.

Funds are made available on a reimbursement basis. Each applicant awarded funds will receive instructions for receiving such funds in the approval award letter.

Questions can be directed to:
Shawna Nord, Manager Career and Academic Connections, shawna.nord@careertech.ok.gov
405.743.5159
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GRANT SCORING RUBRIC – Career Development and Programs of Study Grant

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Itemized Budget: **10 points**	Applicant has followed all formatting requests providing detailed descriptions of item purchases including programmatic area where items would be used. For full points formatting should be as shown below: Program area – item purchased. Has no items requested that are not discussed in the budget narrative. **10-9**	Applicant has followed the requests and have provided the requested information including programmatic area where the item will be used and adequate descriptions. Formatting may be different than the provided example, descriptions of items may be vague on brand or specifications. Has no items requested that are not discussed in the budget narrative. **8-4**	Applicant did not follow the requested formatting, provides poor or inadequate description of requested items. May not provide programmatic area, or provides partial information. Has items requested that are not discussed in the budget narrative. **3-0**
Readiness Activity **5 points**	The Readiness Activity completely describes how the school addresses career development of all students. **5-4**	The Readiness Activity partially describes how the school addresses career development of all students **3-2**	The Readiness Activity does not describe how the school addresses career development of all students **1-0**

Plan for Implementation **40 Points**	The applicant completely addresses all bullet sections for each career development strategy chosen: a) current career development practice, b) future career development practice, c) SMART Goal addressing the strategy, and d) next steps for sustaining the strategies. **40-30**	The applicant partially addresses some or all of the bullet sections for each career development strategy chosen: a) current career development practice, b) future career development practice, c) SMART Goal addressing the strategy, and d) next steps for sustaining the strategies **29-15**	The applicant inadequately addresses some bullet sections for each career development strategy chosen: a) current career development practice, b) future career development practice, c) SMART Goal addressing the strategy, and d) next steps for sustaining the strategies **14-0**
Support of Academic and Technical Achievement **25 Points**	The application clearly identifies an academic, technical, or career achievement measure and how it will be used for continuous improvement. **25-18**	The application partially identifies an academic, technical, or career achievement measure and how it will be used for continuous improvement **17-9**	The application does not identify an academic, technical, or career achievement measure and how it will be used for continuous improvement. **8-0**

Key Personnel	Key personnel are identified and include counselor(s), other faculty/administrator and appropriate partners. Chart is complete and roles of all are clearly stated.	Key personnel are identified and include counselor(s), other faculty /administrator and appropriate partners. Chart is incomplete and roles of people are not clearly stated.	Key personnel are identified and include a few of the following: counselor(s) and other faculty/administrator. Chart is incomplete and roles are not included.
5 Points	**5-4**	**3-2**	**1-0**
Budget Narrative	The budget narrative itemizes expenses in detail (what, why and how used) and provides calculations. The budget is reasonable and cost effective. Budget and budget narrative are aligned.	The budget narrative provides a general explanation of expenses (what, why, and how used) and provides calculations. The budget is reasonable and cost effective. Budget and budget narrative are aligned.	The budget narrative does not provide an explanation of expenses. The budget is not reasonable or cost effective. Budget and budget narrative are not aligned.
15 Points	**15-12**	**11-6**	**6-0**
Innovative Idea(s)/ Strategies **25 pts**	Application presents a new innovative strategy or goal. Changes to the way the organization accomplishes its work should be present. Incorporates new infrastructure and resources towards achievement of desired outcomes. Supports a culture of Innovation and that rewards Innovation.	Application presents a new innovative strategy or goal. Changes to the way the organization accomplishes its work could be present. Incorporates new infrastructure and resources towards achievement of desired outcomes. May support a culture of Innovation and that rewards Innovation.	Application does not present some new innovative strategy or goal, mostly standard practices. Changes to the way the organization accomplishes its work are not present. May Incorporate new infrastructure and resources towards achievement of desired outcomes. May support a culture of Innovation and that rewards Innovation.
	25-17	**16-8**	**7-0**

Repeat Applicant -15pts	Applicant submitted same grant submission requesting similar or the same project funding from preceding grant award years and was selected for funding in that/those preceding grant year(s). **-15 to -12 pts**	Applicant submitted similar grant submission requesting some similar project funding and some different project funding than preceding grant award years. Applicant was selected for funding in that/those preceding grant years. **-11 to -6 pts**	Applicant submitted grant submission in preceding grant award year. Projects are different and/or complementary but not the same. **-6 to 0 pts**
TOTAL (125pts)			